

# SECURITY OFFICER CORE SUBJECTS (01E)

## 18 hours Total

*This course is required for unarmed & armed security officers, alarm respondents, and security canine handlers.*

### I. Orientation - 2 hours

#### A. Virginia Law and Regulations

1. Regulations 6 VAC 20-171
2. Code of Virginia § 9.1-138 through § 9.1-150.4
3. Definitions
4. Licensed Private Security Services Businesses
5. Registration Categories and Procedures
6. Duties and Responsibilities of Private Security Personnel
7. Training Requirements
8. Violations and Sanctions

#### B. Code of Ethics

1. Ethical Standards
2. Professional Conduct

#### C. General Duties and Responsibilities

1. Role of the Security Officer
2. Security Functions
  - a) Patrol
  - b) Controlling Access
  - c) Crime Prevention
  - d) Protection of Property and Persons
- D. History of Private Security

### II. Law - 4 hours

- A. Fundamentals of Law
  1. United States Constitution – Bill of Rights
  2. Virginia Court System
  3. Federal Court System
  4. Standard of proof for criminal vs. civil trials
- B. Criminal
  1. Probable Cause
  2. Classification of Crimes
  3. Due Process of Law
- C. Civil
  1. Liability
- D. Courtroom testimony
- E. Harassment and discrimination

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## III. Security patrol, Access Control and Communications - 2 hours

### A. Access Control

#### 1. People

- a. Assist legitimate visitors
- b. Authenticate employee ID
- c. Issue ID cards to visitors
- d. Screen people or materials
- e. Direct the movement of people.
- f. Direct persons who cause a disturbance to leave property.
- g. Conduct escorts as required.
- h. Obtain clearance for a visitor from designated authority
- i. Understand categories of access control.
- j. Challenge individuals approaching restricted areas.

#### 2. Property

- a. Assure that the movement of property is conducted within policy.
- b. Check all outgoing material for misappropriation or theft.
- c. Ensure and maintain security documents related to property movement.
- d. Maintain visual check of material entering and exiting facility.
- e. Control property as required.

#### 3. Vehicles

- a. Control movement.
- b. Collect and issue documents required for vehicle movement.
- c. Examine vehicle contents as required.

#### 4. Understand perimeter security.

##### a. External

- 1) access gates
- 2) fences and barriers
- 3) inspect perimeter structures for damage and/or forced entry
- 4) alarms
- 5) lock and key/card system
- 6) monitor entrance and exit
- 7) CCTV systems
- 8) types of security lighting

##### b. Internal

- 1) Control room operations
- 2) alarms
- 3) lock and key/card system
- 4) remote access devices
- 5) types of security lighting

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## **B. Security Patrol**

1. Patrol preparation
  - a. Varying time and route
  - b. Appropriate equipment and protective gear
  - c. Collect and test appropriate patrol equipment
  - d. Define patrol type and details
  - e. Review special instructions and previous shift's patrol reports
  
2. Foot and/or vehicle patrol
  - a. Inspect building and grounds for
    - 1) unauthorized persons
    - 2) unsafe conditions
    - 3) blocked entry and exit
    - 4) hazards
    - 5) mechanical problems
    - 6) security violations
    - 7) unlocked doors
    - 8) suspicious activity
  - b. assist employees
  - c. patrol perimeters
  - d. protect against fire, theft, vandalism, intrusion, and safety hazards
  
3. Defensive & control procedures
  - a. Methods of Defense Control
  - b. Evaluate Risk
  - c. Alternatives to Confrontation
  - d. Defensive Techniques

## **C. Communications**

1. Telephone etiquette
  - a. communicate effectively and calmly
  - b. handle multiple calls effectively and politely
  - c. minimize interruptions when speaking on the phone
  - d. receive and handle abusive phone calls effectively
  - e. take accurate phone messages
  - f. handle unusual phone requests
  - g. understand what caller wants
  - h. maintain security of client information
  
2. Radio communication
  - a. check radio equipment
  - b. use proper radio techniques
  - c. maintain security of client information

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3. Other
  - a. Verbal Communication
  - b. Body Language
  - c. Written Communications
  - d. Other methods of nonverbal communication

## **IV. Documentation - 4 hours**

- A. Report writing
  1. Fundamentals
    - a. Adhere to the basics (who, what, when, where, why, how, and action taken).
    - b. Note usual AND unusual occurrences
    - c. Use professional language
    - d. Submit reports for review
    - e. Write clear, complete, and concise statements
    - f. Avoid opinion, judgement, and biases
  2. Types
    - a. Daily report
    - b. Incident report
    - c. Statements
    - d. Miscellaneous logs

- 1) Tickets
- 2) Visitor logs
- 3) Electronic

## **B. Other Methods of Documentation**

1. Video surveillance
2. Audio Recording
3. Interviews
4. Photographs, Sketches, Diagrams, etc.
5. Other

## **V. Emergency Procedures - 4 hours**

- A. Secure and Protect Incident Scene
- B. General Emergency Principals
  1. Ensure continuity of operations
  2. Establish/reinforce chain of command
  3. General crisis procedures
- C. Responses to Types of Emergencies
  1. Fires
  2. Medical Emergencies
  3. Hazardous Materials
  4. Bombs and Incendiary Devices
  5. Natural Disasters
  6. Elevator Emergencies
  7. Power Failures
  8. Violence in the Workplace

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## **VI. Confrontation Management - 2 hours**

### A. Security Officer Actions

1. Use of self-defense
2. Legal and financial risks of exceeding authority
3. De-escalation techniques
4. Probable cause
5. Search and seizure
6. Use of force continuum

### B. Methods of Defense Control

### C. Risk Assessment

### D. Alternatives to Confrontation

### E. Defensive Techniques

**Written Examination No Minimum Hours**